

National Aeronautics and Space Administration  
Headquarters  
Washington, DC 20546-0001



December 16, 2008

Office of the Chief Financial Officer

Reply to Attn of:

TO: Distribution

FROM: Deputy Associate Administrator/Deputy Chief Financial Officer

SUBJECT: Change in Extended TDY Rates

With the update to the travel NPR, changes have been made to the per diem rates for Extended TDY. This change will be incorporated into the new FedTraveler system and will be implemented across the Agency to include the Centers who are still using Travel Manager. Below is the implementation criteria.

- There will be no change in the rates for employees who accepted their extended TDY prior to the policy change. Should any of these extended TDYs remain when the Center converts to FedTraveler, the remaining time of the extended TDY will then apply the new rate prospectively.
- Any new extended TDY that is created in Travel Manager or FedTraveler when the policy went into effect on August 1, 2008 will use the 65 percent rate.

In adopting this rate, there will not be a need to calculate the fixed costs for the extended TDY trip. The NPR has been updated to reflect what is included in the rate calculation. It has also been updated to reflect what the traveler will receive at their extended TDY site when they are on leave, secondary TDY or their authorized trips home.

The requirement of the cost analysis to ensure that the extended TDY is still beneficial and will continue as previously required.

If you have any questions regarding this implementation, please contact Eileen Detka at [Eileen.Detka-1@nasa.gov](mailto:Eileen.Detka-1@nasa.gov).

A handwritten signature in black ink, appearing to read "Terry Bowie".

Terry Bowie